

Pandora-Gilboa School

Annual Notifications

PROFESSIONAL QUALIFICATIONS

Pandora-Gilboa receives federal money to support a portion of our reading intervention program. In accordance with the Elementary and Secondary Education Act (ESEA) of 2001 or the No Child Left Behind legislation, we are required to notify all parents in our building of your right to request information related to the qualifications of your child's teacher(s). This information is available through the school office and can be requested at any time by interested parents. Please call the central office at 419-384-3227 if you would like information related to this provision of federal and state law.

For further information go to Ohio Parent Information and Resource Center (Ohio PIRC) at www.ohiopirc.org or call 1-866-253-1829 (toll free).

STUDENT DIRECTORY

It is the intent of the P-G School District to make available, upon request, certain information known as "directory information". The Board designates the following as student "directory information": student's name; address; officially-recognized activities and sports; telephone number; date and place of birth; major field of study; if an athlete, height and weight; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone number only for inclusion in school or PTO directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 30 days of the date of this notification that s/he will not permit distribution of any or all such information.

Directory information will not be provided to any organization for any profit-making purposes.

ANNUAL NOTIFICATION OF FEDERAL FUNDS

The Pandora-Gilboa Local Schools receive federal funds for use with economically disadvantaged students and disabled children. If you have any suggestions on how these funds should be used, please contact the district superintendent at 419-384-3227.

The Pandora-Gilboa Board of Education is an Equal Opportunity Employer in compliance with Title VI of the 1964 Civil Rights Act, Titles VII and IX of the Educational Amendments, and Section 504 of the Rehabilitation Act, which prohibits discrimination because of race, color, national origin, handicap, (age, gender and/or religion where applicable) in any facet of our operation except where such discrimination is bona fide, documented business necessity.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a

"look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES

STUDENT RECORDS

The Family Education Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. The Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Office ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at 410 Rocket Ridge, Pandora, Ohio or s/he can be reached by calling 419-384-3227.

Each student's records will be kept in a confidential file located in the student's school office. The information in the student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by state and federal law and Board policy/guidelines. State and federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement until personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

A. Inspect and review the student's education records with forty-five(45) days after the school receives a request for access or within such shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot

personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

C. Consent to disclosures of personally identifiable information contained in the student's education records, except the extent at the federal and/or state law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's Administrative Guideline 8330 describes those exceptions and is available upon request. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the COR decides not to amend the record, the parent adult student will be so notified and provided the opportunity for a hearing. Additional information

concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above.)

E. Obtain a copy of the district's policy and administrative guideline on student records (Policy 8330 and AG8330). Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings—unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The district has designated the following information about each student as "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 30 days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

SPECIFIC EVENTS/ACTIVITIES

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; and/or;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing survey"), and certain physical exams and screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

Any parent or student who believes that the school district has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-8520.

This notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the office of the Superintendent at 419-384-3227 for assistance and information.

NOTIFICATION ON BLOOD-BORNE PATHOGENS

The district is subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to

protect both students and staff from its spread in the school environment.

Part of the mandated procedure includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we

want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Todd R. Schmutz, Superintendent at 419-384-3227.

PESTICIDE APPLICATION IN CLASSROOM BUILDINGS

The district is providing you with the option to be informed prior to any application of a pesticide in a classroom building during the school year. In certain emergencies, pesticides may be applied without the prior notice to control organisms that pose an immediate health threat, but you will be notified following any such application. If you like to receive prior notification, please call the school.

USEFUL LINKS

The Pandora-Gilboa Local School District's website is :

<http://www.pg.noacsc.org/>

Information about the school district can be accessed from the Ohio Department of Education's web page at: <http://www.ode.state.oh.us/>

Specific information about proficiency and achievement testing can be accessed at the following web address:

<http://www.ode.state.oh.us/reportcard/>

Information about our five year forecast is found at:

<http://fyf.oecn.k12.oh.us/fyforecast/>

